



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

#004

Date: January 21, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: INVESTIGATIVE ASSISTANT, FULL-TIME

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: **Investigative Assistant**

POSITION OPEN TO: **U.S. Citizen Eligible Family Members ONLY–
All Agencies (see the definition on page 2)**

POSITION SCHEDULE: **FULL-TIME**

GRADE LEVEL: **FP-07 * (full performance level)**

OFFICE LOCATION: **Regional Security Office**

OPENING DATE: **Immediate**

DEADLINE: **February 4, 2015 at 6 P.M. Kyiv Time**

**FP-07 is subject for confirmation by HR/EUR bureau in Washington DC*

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under *3 FAM 3232.2*. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form *SF-1190, Foreign Allowances Application, Grant and Report*, processed authorizing ISMA.

BASIC FUNCTION OF POSITION:

The position is located in the Consular Section of the Embassy, however, the incumbent works under the Assistant Regional Security Officer-Investigations (ARSO-I) as part of a program that is dedicated to combating fraud in international travel documents, alien smuggling, and terrorist travel. This program is managed by the Assistant Regional Security Officer-Investigations (ARSO-I) at Post and the Office of Overseas Criminal Investigations (DS/ICI/OCI) in Washington; and, represents a joint venture between Bureaus of Consular Affairs and Diplomatic Security to improve the security of U.S. borders. An employee will occasionally drive the USGOV to perform business both in the capitol and outside.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Two years of college study is required.

WORK EXPERIENCE:

- At least two years of prior work experience in an office setting is required.

LANGUAGE PROFICIENCY:

➤ Level IV (fluent) in English is required.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

➤ The incumbent should be able to develop and present written and oral briefings, reports, and presentations on various topics as they pertain to criminal investigations. S/he must maintain highly organized case files, training files, and reference files. Incumbent must be proficient in Microsoft Office and computer applications. Possession of driving license (Ukrainian/European category B or US category C) is required.

HOW TO APPLY FOR THIS POSITION:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by COB **February 4, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed, signed and emailed to: KyivHR@state.gov or faxed to: [521-5000](tel:521-5000).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens. The incumbent of the position must be able to obtain and hold a **Secret (S) Clearance as determined by the Bureau of Diplomatic Security**.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other equally qualified candidates in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED:

JULin– RSO (by email)